

Section 100:

**General
Government**

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request	2016-17 Board of Selectmen
0110 - BOARD OF SELECTMAN									
01-01-00-0110-10-5101 Full Time	199,226.82	202,715.00	4,869.00	207,584.00	104,031.68	207,584.00	0.00	212,022.00	212,022.00
01-01-00-0110-10-5102 Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0110-10-5103 Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,320.00	2,320.00
01-01-00-0110-10-5104 Seasonal	1,750.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-0110-10-5110 Other Benefits	150.00	250.00	0.00	250.00	250.00	250.00	0.00	350.00	350.00
01-01-00-0110-20-6221 Advertising Printing Forms	3,032.97	4,000.00	0.00	4,000.00	2,044.69	4,000.00	0.00	4,000.00	4,000.00
01-01-00-0110-20-6222 Dues & Subscriptions	9,469.50	9,840.00	0.00	9,840.00	9,475.50	9,840.00	0.00	9,841.00	9,841.00
01-01-00-0110-20-6233 Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0110-20-6234 Professional Development	590.03	2,000.00	0.00	2,000.00	139.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-0110-20-6240 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0110-20-6250 Contracted Services	3,058.62	4,895.00	0.00	4,895.00	2,633.83	4,895.00	0.00	4,690.00	4,690.00
01-01-00-0110-20-6271 Repairs & Mnt Equipment	199.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-0110-30-6341 Office Supplies	1,579.95	2,000.00	0.00	2,000.00	966.16	2,000.00	0.00	2,250.00	2,250.00
01-01-00-0110-70-6765 Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	219,056.89	228,200.00	4,869.00	233,069.00	119,540.86	233,069.00	0.00	239,973.00	239,973.00

**TOWN OF ELLINGTON
BUDGET REQUEST
110 BOARD OF SELECTMAN**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17		
		FY 2015-16 Revised		FY 2016-17
5101	FULL TIME PAYROLL	\$ 209,580	\$ -	\$ 212,022
	First Selectman-Blanchette	\$ 80,988		
	Term ended on December 6, 2015			
	First Selectman-Spielman			\$ 83,430
	Appointed on December 7, 2015			
	Executive Assistant/HR Coord-Sauve*	\$ 70,192		\$ 70,192
	Executive Assistant -Cannella*	\$ 58,400		\$ 58,400
5103	PART TIME PAYROLL	\$ -		\$ 2,320
	Recording Secretary			
	TOTAL SALARIES	\$ 209,580		\$ 214,342
5102	OVERTIME	\$ -		\$ -
	NONE			
5104	SEASONAL	\$ 2,000		\$ 2,000
	Land Records Inspector			
5110	OTHER BENEFITS	\$ 250		\$ 350
	Longevity: \$250 MS; \$100 LC			
	*salary is in negotiation for fy 16-17			
	TOTAL PAYROLL	\$ 211,830		\$ 216,692
6221	ADVERTISING-PRINTING-FORMS	\$ 4,000		\$ 4,000
	Legal Notices/ Help Wanted Ads			
6222	DUES & SUBSCRIPTIONS	\$ 9,840		\$ 9,841
	CCM Membership	\$ 8,195		\$ 8,195
	CCM Salary Survey	\$ 25		\$ 25
	CCM MERA Supplements	\$ 260		\$ 260
	COST	\$ 1,025		\$ 1,025
	ASCAP License	\$ 335		\$ 336

STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786



TOWN OF ELLINGTON

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LORI L. SPIELMAN
First Selectman

JAMES M. PRICHARD
Deputy First Selectman

MELINDA M. FERRY
A. LEO MILLER, JR.
DAVID E. STAVENS
RONALD F. STOMBERG
JOHN W. TURNER

SPECIAL MEETING
BOARD OF SELECTMEN
Monday, March 28, 2016
Town Hall – Meeting Hall

MINUTES

SELECTMEN PRESENT: Lori L. Spielman, Melinda M. Ferry, A. Leo Miller, David E. Stavens, Ronald F. Stomberg, John W. Turner

SELECTMEN ABSENT: James M. Prichard

OTHERS PRESENT: Doris Crayton, Human Services Director; Nicholas J. DiCorleto, Jr., Finance Officer/Treasurer; Robert Durgan; Erin Graziani, Senior Center Director; Allan Lawrence, Fire Marshal; Joseph Palombizio, Emergency Management Director; Tom Palshaw; Sgt. Brian Santa, Resident State Troopers' Supervisor; Sgt. Patrick Sweeney, Connecticut State Police; Timothy Webb, Public Works Director/WPCA Administrator

I. CALL TO ORDER

First Selectman Spielman called the meeting of the Board of Selectmen (BOS) to order at 7:17 p.m.

II. CITIZENS' FORUM

No citizens came forward.

III. APPROVAL OF MINUTES

A. March 14, 2016 Public Hearing

MOVED (TURNER), SECONDED (MILLER), AND PASSED UNANIMOUSLY TO APPROVE THE MARCH 14, 2016 PUBLIC HEARING MINUTES WITH THE FOLLOWING AMENDMENT: PAGE TWO, ADD AS THE THIRD PARAGRAPH: MR. SANBORN SAID THAT HE IS RECOMMENDING THAT THE TOWN APPLY FOR FUNDS TO CONTINUE THE REGIONAL HOUSING REHABILITATION PROGRAM. HE ALSO SAID THAT HE IS ASKING THE BOARD OF SELECTMEN TO ADOPT THE PROGRAM INCOME (REUSE) PLAN WHEN THEY TAKE ACTION ON THE GRANT APPLICATION.

IV. NEW BUSINESS

**TOWN OF ELLINGTON
BUDGET REQUEST
110 BOARD OF SELECTMAN**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17	
6233	EDUCATION Charged to Employee Education Account	\$ -	\$ -
6234	PROFESSIONAL DEVELOPMENT Conferences, meetings, seminars and SHRM (Society for Human Resource Management) Membership	\$ 2,000	\$ 2,000
6240	TELEPHONE Charged to Miscellaneous Account	\$ -	\$ -
6250	CONTRACTED SERVICES	\$ 4,895	\$ 4,690
	Employee Recognition (9 Employees: \$1,150 gift cards; \$1,020 replenish pins)	\$ 2,125	\$ 2,170
	Miniature Clocks (4 @ \$100 each-2016 price)	\$ 400	\$ 400
	New Employee Physicals: 12 @ \$125 each	\$ 1,750	\$ 1,500
	Special Event Photos	\$ 420	\$ 420
	Dept. Head Training, i.e. Preventing Sexual Harassment Seminars	\$ 200	\$ 200
6271	REPAIRS & EQUIPMENT MAINT. Office Equipment	\$ 500	\$ 500
6341	OFFICE SUPPLIES Include Minute Book & refreshments for recognition events	\$ 2,000	\$ 2,250
6765	OFFICE EQUIPMENT	\$ -	\$ -
TOTAL OFFICE BUDGET		<u>\$ 23,235</u>	<u>\$ 23,281</u>
DEPARTMENT TOTAL		<u>\$ 235,065</u>	<u>\$ 239,973</u>

A. 2016-2017 Budget

GENERAL GOVERNMENT

The BOS considered Account 131, Tax Assessor. Ms. Spielman suggested lowering the Tax Assessor's advertising budget from the requested \$1,800 down to \$660 as the office used only \$330 of their advertising budget in FY 2015-2016. Mr. Miller asked for an explanation of the reduction. Ms. Spielman replied that the difference between what the office used and what they were asking for was a little wild.

Ms. Spielman suggested reducing the Tax Assessor's dues and subscriptions budget from the requested \$2,550 down to \$1,500. She cited their use of \$1,350 in FY 2015-2016 as the reason for the reduction.

Ms. Spielman suggested reducing the Tax Assessor's travel budget from the requested \$1,900 down to \$500. She cited their use of \$0 in FY 2015-2016 as the reason for the reduction.

Ms. Spielman suggested reducing the Tax Assessor's office supplies budget from the requested \$2,000 down to \$1,300. She cited their use of \$1,300 in FY 2015-2016 as the reason for the reduction.

Mr. Miller asked if Ms. Spielman was comfortable with an amount of \$1,600 for Tax Assessor professional development. Ms. Spielman replied that the office needs that amount.

The total recommended reduction for the Tax Assessor's office budget was \$4,290. The total recommended reduction of the General Government budget was \$4,290.

PUBLIC SAFETY

Ms. Spielman reported that Account 350, Emergency Management, had increased slightly due to a change in salary. Mr. Turner stated that part of the increase was for emergency shelter supplies.

Ms. Spielman reported that Account 391, Fire Marshal, increased by 5.2 percent with extra funds for outfitting a new Suburban. Ms. Spielman suggested, in the future, purchasing a vehicle for the Fire Marshal rather than reimbursing the Fire Marshal for use of his personal vehicle.

Mr. Lawrence considered that action as perhaps short sighted and suggested having that discussion with his replacement following his retirement. He cited the inconvenience of having to use his personal vehicle to reach the Town's vehicle in order to perform his duties. He stated that he has the same arrangement as the Superintendent of Schools.

Mr. Stomberg noted that the Fire Marshal is on-call 24 hours a day. He said he couldn't imagine purchasing a car for the same price as reimbursing mileage. He recommended that the Fire Marshal continue to have his personal vehicle at his disposal for Fire Marshal business at all times.

Mr. Miller asked who pays for gas. Mr. Lawrence replied that he pays for everything, tires, gas, battery, etcetera, and collects the flat-fee reimbursement.

Ms. Spielman noted that at \$5,700 per year in reimbursement it would pay to purchase a vehicle.

There were no recommended changes to the Public Safety budget.

PUBLIC WORKS

Mr. Webb reported that the Department of Public Works was seeking to add a new Maintainer I position to work for the Water Pollution Control Authority (WPCA) reimbursed through the WPCA. He noted that the WPCA no longer had two assistant foremen and he cited succession as the reason for creating a new position; he wants to have someone trained and ready to work with Maintainer II. The position would be funded by the WPCA.

Mr. Turner asked about Account 415, New Equipment. Mr. Webb replied that the Department of Public Works would purchase a new groomer machine and send the old machine to the beach.

In reference to Account 480, Engineer & Inspections, Ms. Spielman noted that the Department of Public Works is carrying \$125,000 from the previous budget so the department is covered should the Town choose to hire an engineer.

In reference to Account 470, Street Lighting, Mr. Webb said he would like to see that budget start to come down in subsequent years. He suggested that the BOS examine the Center School parking lot where one light has been replaced by an LED light.

Mr. Stomberg asked who will pay for the maintenance of the new LED street lights. Mr. Webb replied that Eversource Electric would pay for maintenance.

Mr. Turner noted that some street lights are ornamental and asked if they were still the responsibility of Eversource. Mr. Webb replied that they were.

There were no recommended changes to the Public Works budget.

CULTURAL ARTS & RECREATION

There were no recommended changes to the Cultural Arts & Recreation budget.

HUMAN SERVICES

There were no recommended changes to the Human Services budget.

TOWN PROPERTIES

Mr. Turner asked Mr. DiCorleto if Account 835, Hall Memorial Library Building, was listed at \$0 in the budget document (attached) because the library submits its budget separately to the Board of Finance. Mr. DiCorleto said that was correct but that he wanted to change the budget process so that was no longer the case. He suggested changing the budget process so that all budgets go through the First Selectman's office to expedite putting together the budget book. Mr. Turner asked if the budget was separate only because of past practice. Mr. DiCorleto said that it was a tradition but that it needed to change.

Ms. Spielman asked why the budget for Account 860, Old Crystal Lake Schoolhouse, was so high. Mr. Webb replied that the minimal use of the building causes fluctuations in heating that are detrimental to the building and wear and tear from the environment also adds to the cost of maintaining the building.

In reference to Account 810, Town Hall, Mr. DiCorleto suggested reducing the budget by \$53,000 as this amount was added to the FY 2015-2016 budget for a study of the renovation of Town Hall. This was a one-time cost and Mr. DiCorleto and Mr. Webb suggested that those funds would not be necessary in FY 2016-2017.

The total recommended reduction of the Town Hall budget was \$53,000. The total recommended reduction of the Town Properties budget was \$53,000.

DEBT SERVICE

There were no recommended changes to the Debt Service budget.

FIXED CHARGES

Mr. Miller asked about Account 950, Insurance. Mr. DiCorleto responded that when the Insurance budget is put together the Finance Office has to account for single people who may marry and people who may start a family. He said that the budget for the first six months of FY 2016-2017 is an actual total while the second six months of the fiscal year are a projection.

Mr. DiCorleto said that the Insurance budget was based on a projection of a 20 percent increase. He stated that if the projection were reduced to a 15 percent increase the Insurance budget could decrease by \$26,000.

Mr. Miller was unsatisfied with this answer and had hoped for the 12 month budget but affirmed his faith in Mr. DiCorleto. Mr. DiCorleto stated that he also was unsatisfied with the budget process and he called for change.

Mr. Turner stated that he would be willing to accept a 15 percent projection. Mr. Miller agreed.

The total recommended reduction of the Insurance budget was \$26,000. The total recommended reduction of the Fixed Charges budget was \$26,000.

MISCELLANEOUS

In reference to Account 1020, Ad Hoc Council on the Development of Positive Youth Culture, Ms. Spielman and Mr. Turner asked why the budget had increased by a large amount. Ms. Crayton replied that a grant partially funding the program had ended. She noted that this account had not increased in several years.

There were no recommended changes to the Miscellaneous budget.

MOVED (TURNER), SECONDED (MILLER), AND PASSED UNANIMOUSLY TO MAKE THE FOLLOWING ADJUSTMENTS TO THE BOARD OF SELECTMEN TOWN BUDGET FOR FISCAL YEAR 2016-2017: ACCOUNT NO. 131, ASSESSORS OFFICE, FOR A NET CHANGE OF -\$4,290; ACCOUNT NO. 810, TOWN HALL, FOR A NET CHANGE OF -\$53,000; ACCOUNT NO. 950, INSURANCE, FOR A NET CHANGE OF -\$26,000

MOVED (TURNER), SECONDED (STOMBERG), AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF FINANCE THE BOARD OF SELECTMEN TOWN BUDGET FOR FISCAL YEAR 2016-2017, AS APPROVED BY THE BOARD OF SELECTMEN, A GRAND TOTAL AMOUNT OF \$16,097,686.

Ms. Spielman announced that the Tax Assessor had resigned and the First Selectman's office was working to organize the Tax Assessor's office.

Ms. Spielman introduced the BOS to Sgt. Brian Santa, the new Connecticut State Police (CSP) Sergeant for the Town of Ellington. Sgt. Santa introduced himself as a 10 year veteran of the CSP with Troop C for a year and a half.

V. ADJOURNMENT

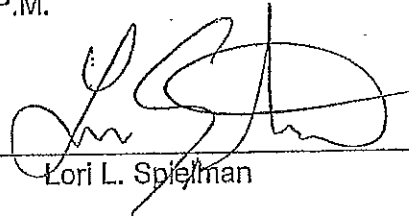
MOVED (MILLER), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 8:13 P.M.

Submitted by



Joseph Tarzi

Approved by



Lori L. Spielman

BUDSEL15-16				TOWN OF ELLINGTON		BUDGET EXPENDITURE REQUEST									
				FISCAL YEAR 2016-17											
				BOARD OF SELECTMEN											
				(A)						2016-17					
				2014-15	2015-16	2015-16	2015-16	2015-16	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17	2016-17
DESCRIPTION				ACTUALS	APPROVED	TRANS/	ADJUSTED	FIRST SIX	ESTIMATED	(OVER)\	DEPART-	APPROVED	BOARD OF	(B)-(A)	
					BUDGET	ADDTL	APPROVED	MONTHS	TOTAL	UNDER	MENT	(REDUCTIONS)	SELECTM	Dollar	
						APPROP	BUDGET	ACTUALS	EXPEND		REQUEST	INCREASES	RECOMMEND	Amount	
GENERAL GOVERNMENT															
110	BOARD OF SELECTMEN			219,057	228,200	4,859	233,069	0	0	233,069	239,973		239,973	6,904	2.960%
130	FINANCE OFFICER			279,972	294,420	3,103	297,523	0	0	297,523	334,171	0	334,171	36,648	12.920%
131	TAX ASSESSOR			190,546	219,356	0	219,356	0	0	219,356	232,972	(4,290)	228,682	9,326	4.250%
132	TAX COLLECTOR			166,361	162,660	0	162,660	0	0	162,560	161,619	0	161,619	(1,041)	-0.640%
140	TOWN CLERK			166,922	181,572	0	181,572	0	0	181,572	180,022	0	180,022	(1,550)	-0.850%
150	TOWN COUNSEL			128,071	110,000	0	110,000	0	0	110,000	110,000	0	110,000	0	0.000%
155	PROBATE COURT			7,350	10,353	0	10,353	0	0	10,353	10,353	0	10,353	0	0.000%
170	TOWN PLANNER			213,012	233,349	3,887	237,236	0	0	237,236	216,840	0	216,840	(20,396)	-8.600%
	TOTAL			1,353,291	1,439,810	11,659	1,451,669	0	0	1,451,669	1,485,850	(4,290)	1,481,560	29,891	2.060%
PUBLIC SAFETY															
321	PUBLIC FIRE PROTECTION			314,133	326,604	0	326,604	0	0	326,604	326,604	0	326,604	0	0.000%
322	EMERGENCY 911			48,156	50,546	0	50,546	0	0	50,546	48,026	0	48,026	(2,520)	-4.990%
330	POLICE			935,494	1,325,411	0	1,325,411	0	0	1,325,411	1,227,418	0	1,227,418	(97,993)	-7.390%
331	POLICE SPECIAL DUTY			34,124	20,000	0	20,000	0	0	20,000	20,000	0	20,000	0	0.000%
333	POLICE DRUG AWARE(DARE)			746	1,500	0	1,500	0	0	1,500	1,500	0	1,500	0	0.000%
340	ANIMAL CONTROL OFFICER			85,115	98,197	0	98,197	0	0	98,197	100,345	0	100,345	2,148	2.190%
350	EMERGENCY MANAGEMENT			30,127	34,145	412	34,557	0	0	34,557	53,874	0	53,874	19,317	55.900%
360	BUILDING DEPT			131,780	140,401	3,750	144,151	0	0	144,151	144,151	0	144,151	0	0.000%
375	EMERGENCY SERV INCENT PRGM(ESIP)			126,930	149,700	0	149,700	0	0	149,700	149,700	0	149,700	0	0.000%
376	ADHOC EMERGENCY SERVICES COM			90	535	0	535	0	0	535	535	0	535	0	0.000%
391	FIRE MARSHAL			134,662	188,785	3,185	188,980	0	0	188,980	175,535	0	175,535	(14,445)	-7.600%
	TOTAL			1,841,367	2,333,824	7,357	2,341,181	0	0	2,341,181	2,247,688	0	2,247,688	(93,493)	-3.990%
PUBLIC WORKS															
410	GENERAL TOWN ROADS			1,540,055	1,745,607	4,562	1,750,169	0	0	1,750,169	1,821,116	0	1,821,116	70,947	4.050%
416	NEW EQUIPMENT			9,740	10,000	0	10,000	0	0	10,000	30,000	0	30,000	20,000	200.000%
420	EQUIP. MAINT.			262,450	273,600	0	273,600	0	0	273,600	244,000	0	244,000	(29,600)	-10.820%
426	TOWN GARAGE MAINTENANCE			79,042	71,400	0	71,400	0	0	71,400	73,500	0	73,500	2,100	2.940%
430	STREET SIGNS			15,021	15,000	0	15,000	0	0	15,000	17,500	0	17,500	2,500	16.670%
435	GROUNDS MAINTENANCE-BOE/PR			89,718	103,000	0	103,000	0	0	103,000	106,000	0	106,000	2,000	1.940%
439	TOWN ROAD AID-WINTER			396,378	270,000	0	270,000	0	0	270,000	270,000	0	270,000	0	0.000%
440	TOWN ROAD AID-MAINT			301,564	290,000	0	290,000	0	0	290,000	290,000	0	290,000	0	0.000%
	SUB-TOTAL			2,793,969	2,776,607	4,562	2,783,169	0	0	2,783,169	2,851,116	0	2,851,116	67,947	2.440%
450	SANITARY LANDFILL			276,136	375,550	0	375,550	0	0	375,550	381,000	0	381,000	5,450	1.450%
451	MUN-SOLID/BULKY WASTE/CURB			599,312	609,000	0	609,000	0	0	609,000	615,000	0	615,000	6,000	0.980%
455	SANITARY RECYCLING			326,150	373,368	0	373,368	0	0	373,368	377,200	0	377,200	3,832	1.030%

BUDSEL15-16					TOWN OF ELLINGTON									
					BUDGET EXPENDITURE REQUEST									
					FISCAL YEAR 2016-17									
					BOARD OF SELECTMEN									
				(A)				(B)	2016-17					
									BOARD OF	28-Mar-16				
									SELECTM	2016-17				
	DESCRIPTION	2014-15	2015-16	2015-16	2015-16	2015-16	2015-16	2016-17	APPROVED	BOARD OF	(B)-(A)			
		ACTUALS	BUDGET	ADDTL	APPROVED	FIRST SIX	ESTIMATED	(OVER)\	MENT	APPROVED	SELECTM	Dollar		
				APPROP	BUDGET	MONTHS	TOTAL	UNDER	REQUEST	(REDUCTIONS)	RECOMMEND	Amount		
						ACTUALS	EXPEND			INCREASES				
960	SERVICE INSURANCE	90,200	96,341		96,341	0	0	96,341	101,000	0	101,000	4,659	4.840%	
	TOTAL	2,485,437	2,942,941	0	2,942,941	0	0	2,942,941	3,057,566	(26,000)	3,031,566	86,626	3.010%	
	MISCELLANEOUS													
1020	ADHOC COUNCIL DEV POS YOUTH C	6,993	7,000	0	7,000	0	0	7,000	10,000	0	10,000	3,000	42.860%	
1025	ADHOC GRADUATION COMMITTEE	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
1030	MEMORIAL DAY COMM	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
1031	ADHOC PATRIOTIC COMMITTEE	3,562	4,700	0	4,700	0	0	4,700	4,700	0	4,700	0	0.000%	
1035	CHARTER REVISION COMM	1,008	7,000	0	7,000	0	0	7,000	4,560	0	4,560	(2,480)	-35.000%	
1040	MISCELLANEOUS	0	2,000	0	2,000	0	0	2,000	2,000	0	2,000	0	0.000%	
1046	GASB-OPEB	100,000	100,000	0	100,000	0	0	100,000	100,000	0	100,000	0	0.000%	
1050	REFERENDUM/PRIMARIES	4,643	18,000	0	18,000	0	0	18,000	18,000	0	18,000	0	0.000%	
1060	BUILDING DEMOLITION/EVICTIONS	1,010	10,000	0	10,000	0	0	10,000	10,000	0	10,000	0	0.000%	
1065	SALARY ADJUSTMENT	0	60,000	(26,108)	33,692	0	0	33,692	417,191	0	417,191	383,299	1130.940%	
1067	EMPLOYEE EDUCATIONAL DEVELOP	0	7,500	0	7,500	0	0	7,500	7,500	0	7,500	0	0.000%	
1078	TOWN COMMUNICATIONS	17,764	18,628	0	18,628	0	0	18,628	18,628	0	18,628	0	0.000%	
1080	TOWN WEB SITE	1,850	7,000	23,602	30,602	0	0	30,602	23,602	0	23,602	(7,000)	-22.870%	
1085	GRANT APPLICATIONS	844	2,000	0	2,000	0	0	2,000	2,000	0	2,000	0	0.000%	
1090	GIS	9,315	14,000	0	14,000	0	0	14,000	14,000	0	14,000	0	0.000%	
1091	GIS-Centric Permitting & Licensng Prog	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
	TOTAL	147,189	257,828	(2,506)	255,322	0	0	255,322	632,171	0	632,171	376,849	147.600%	
	GRAND TOTAL	13,436,711	15,519,229	21,272	15,540,501	0	0	15,540,501	16,180,976	(83,290)	16,097,686	557,185	3.590%	
	LESS													
451	MUN-SOLID/BULKY WASTE/CURB	599,312	609,000	0	609,000	0	0	609,000	615,000	0	615,000	6,000	0.990%	
	LESS DEBT (prin&int) that is reimbursed													
	Hockanum Sewer Debt	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
	Crystal Lake Debt	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
	Alport Sewer Debt	75,000	75,000	0	75,000	0	75,000	0	75,000	0	75,000	0	0.000%	
	Total Debt	75,000	75,000	0	75,000	0	75,000	0	75,000	0	75,000	0	0.000%	
	Total deductions(Mun-Solid and Debt	674,312	684,000	0	684,000	0	75,000	609,000	690,000	0	690,000	6,000	0.880%	
		12,762,399	14,835,229	21,272	14,856,501	0	(75,000)	14,931,501	15,490,976	(83,290)	15,407,686	557,185	3.710%	
	FIRST SELECTMAN'S SALARY	77,500	80,988	0	80,988	0	0	80,988	83,430	0	83,430	2,442	3.020%	

BUDSEL15-16												
TOWN OF ELLINGTON												
BUDGET EXPENDITURE REQUEST												
FISCAL YEAR 2016-17												
BOARD OF SELECTMEN												

**TOWN OF ELLINGTON
BUDGET REQUEST
120 BOARD OF FINANCE**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-2017	
		FY 2015-16 Revised	FY 2016-17
5103	PART TIME PAYROLL BOF Recording Secretary	\$ 1,500	\$ 1,500
	TOTAL PAYROLL	\$ 1,500	\$ 1,500
6221	ADVERTISING-PRINTING-FORMS Publication of Legal Notices on the Budget		\$3,750
6234	PROFESSIONAL DEVELOPMENT Conferences, meetings, seminars		\$100
6250	CONTRACTED SERVICES Printing of the Town Report		\$4,500
6341	OFFICE SUPPLIES Office supplies		\$100
	TOTAL OFFICE BUDGET		\$8,450
	DEPARTMENT TOTAL		\$ 9,950

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

		2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request
0120 - BOARD OF FINANCE									
01-01-00-0120-10-5103	Part Time	1,109.64	1,500.00	0.00	1,500.00	625.00	1,371.00	129.00	1,500.00
01-01-00-0120-20-6221	Advertising Printing Forms	1,492.15	1,250.00	0.00	1,250.00	0.00	658.00	592.00	3,750.00
01-01-00-0120-20-6234	Professional Development	60.00	100.00	0.00	100.00	60.00	60.00	40.00	100.00
01-01-00-0120-20-6250	Contracted Services	4,444.50	4,000.00	0.00	4,000.00	4,760.60	4,761.00	(761.00)	4,500.00
01-01-00-0120-30-6341	Office Supplies	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00
DEPARTMENT TOTAL		7,106.29	6,950.00	0.00	6,950.00	5,445.60	6,950.00	0.00	9,950.00

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request
0121 - AUDITORS								
01-01-00-0121-20-6250 Contracted Services	44,000.00	44,000.00	0.00	44,000.00	15,000.00	44,000.00	0.00	46,000.00
DEPARTMENT TOTAL	44,000.00	44,000.00	0.00	44,000.00	15,000.00	44,000.00	0.00	46,000.00

**TOWN OF ELLINGTON
BUDGET REQUEST
121 AUDITORS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-2017
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6250	<u>CONTRACTED SERVICES</u>	\$46,000
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Appointment of auditors to audit the records and accounts of the town, including the Board of Education as provided in Chapter 111 of the General Statutes, as amended, and Town Charter Section 1005. Duties of the Board of Finance.

TOTAL OFFICE BUDGET	<u>\$46,000</u>
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DEPARTMENT TOTAL	<u>\$46,000</u>
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Date: April 16, 2015

To: The Board of Finance
Robert J. Clements, Chairman
Douglas Harding
Mark A. Joyse
Barry C. Pinto
John P. Rachek
Michael D. Varney

From: Nicholas J. DiCorleto, Jr., Finance Officer/Treasurer 

Re: Award of Audit Bid for Audit Services for Years 2015, 2016, 2017, 201~~8~~⁸, and 2019

We went out to bid for Audit Services for Fiscal Years 2015, 2016, 2017, 2018, and 2019.

This year, we requested a mandatory pre-bid meeting so the potential bidders were allowed to seek any additional information on our operations, or clarifications on the bid specifications.

Two firms attended the mandatory pre-bid meeting and submitted a bid for the Town Audit:

Mahoney Sabol & Company, LLP, Glastonbury, CT
O'Connor Davies LLP, Wethersfield, CT

Attached is the bid tabulation.

The low bidder on the audit is our present auditing firm-Mahoney Sabol & Company LLP.
The firm has provided excellent services over the years.

Therefore, I recommend that the following motion be approve:

TO AWARD THE AUDIT SERVICES TO MAHONEY SABOL & COMPANY LLP, GLASTONBURY, CT
FOR A THREE YEAR PERIOD WITH THE OPTION FOR TWO ADDITIONAL YEARS. IT WILL COVER
THE AUDIT YEARS 2015, 2016, 2017, 2018, 2019.



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

ROBERT J. CLEMENTS
Chairman

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
www.ellington-ct.gov

DOUGLAS B. HARDING
MARK A. JOYSE
BARRY C. PINTO
JOHN P. RACHEK
MICHAEL D. VARNEY

Board of Finance

Budget Deliberations

April 16, 2015

Minutes

Board of Finance

Members Present: Robert Clements, Chairman, Douglas Harding, Mark Joyse, Barry Pinto [7:40 p.m.], John Rachek, Michael Varney

Others Present: N. DiCorleto, Finance Officer/Treasurer, M. Blanchette, First Selectman; Ronald Stomberg, John Turner [8:30 p.m.], Tim Webb, Public Works Director/WPCA Administrator; Al Lawrence, Fire Marshal; Peter Hany, EVAC President; Stephen Cullinan, Superintendent, Ellington Public Schools; Sgt. Patrick Sweeney, Resident State Troopers' Office Supervisor; Gary Feldman, Sr., Chief, EVFD

I. Call to Order:

Chairman Robert Clements opened the deliberations at 7:37 p.m.

II. Award Contract For Audit Services:

Mr. DiCorleto noted that the Board of Finance (BOF) members received a copy of the bid tabulation sheet adding that the term of the bid parameters were the same as five years ago. He requested mandatory attendance at the pre-bid meeting. Two bids were submitted, one from the current auditing firm. Mr. DiCorleto recommended that the contract be awarded to Mahoney Sabol & Company, LLP. **[bid tab attached]**

MOVED (RACHEK), SECONDED (HARDING) AND PASSED UNANIMOUSLY BY THOSE PRESENT TO AWARD THE AUDIT SERVICES TO MAHONEY SABOL & COMPANY, LLP, GLASTONBURY, CT FOR A THREE YEAR PERIOD WITH THE OPTION FOR TWO ADDITIONAL YEARS. IT WILL COVER THE AUDIT YEARS 2015, 2016, 2017, 2018, 2019.

Mr. Pinto arrived at 7:40 p.m.

III. Budget Deliberations:

Mr. Clements said that this is the time to look at what could possibly be cut. He said it is a difficult problem because the Town has been fortunate in the last four to five years to be able to keep the mill increases low and this year there is a big leap. He asked the BOF

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request
0122 - AUDITORS-SPECIAL PROJECTS								
01-01-00-0122-20-6250 Contracted Services	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00
DEPARTMENT TOTAL	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00

TOWN OF ELLINGTON
AUDIT SERVICES FOR YEARS 2015, 2016, 2017, 2018, and 2019
BID OPENING APRIL 15, 2015 @ 10:00 A.M.

Mahoney Sabol & Company LLP

Glastonbury, CT

	Audit Year 2014/15	Audit Year 2015/16	Audit Year 2016/17	Audit Year 2017/18	Audit Year 2018/19	Total
Basic Fee for Complete Audit	\$ 44,000.00	\$ 44,000.00	\$ 45,000.00	\$ 45,750.00	\$ 46,500.00	
Out of Pocket Known Expenses, If Any	\$	\$	\$	\$	\$	
Total	\$ 44,000.00	\$ 44,000.00	\$ 45,000.00	\$ 45,750.00	\$ 46,500.00	\$ 225,250.00

Hourly Rates for Expanded Scope of Engagement

Principal Accountant or Partner	\$ 230	\$ 235	\$ 240	\$ 245	\$ 250	
Manager	\$ 130	\$ 135	\$ 140	\$ 145	\$ 150	
Staff Accountant	\$ 80	\$ 85	\$ 90	\$ 95	\$ 100	

Attended the Mandatory pre-bid meeting

yes

O'Connor Davies, LLP

Wethersfield, CT

	Audit Year 2014/15	Audit Year 2015/16	Audit Year 2016/17	Audit Year 2017/18	Audit Year 2018/19	
Basic Fee for Complete Audit	\$ 47,500.00	\$ 47,500.00	\$ 48,900.00	\$ 50,300.00	\$ 51,800.00	
Out of Pocket Known Expenses, If Any	\$	\$	\$	\$	\$	
Total	\$ 47,500.00	\$ 47,500.00	\$ 48,900.00	\$ 50,300.00	\$ 51,800.00	\$ 246,000.00

CAFR, if applicable

	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 20,000.00
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Hourly Rates for Expanded Scope of Engagement

Principal Accountant or Partner	\$ 295					
Manager	\$ 185					
Senior Accountants	\$ 150					
Staff Accountants	\$ 125					
Administrative Support	\$ 75					

Made no reference if these rates are for future years

Attended the Mandatory pre-bid meeting

yes

**TOWN OF ELLINGTON
BUDGET REQUEST
122 AUDITORS - SPECIAL PROJECTS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-2017
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6250	<u>CONTRACTED SERVICES</u>	\$100
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Town Charter Section 1005- Duties of the Board of Finance

"The Board of Finance shall also have the power to initiate and appropriate funds for special inquiries by said independent auditors of financial situations that, in the opinion of the Board of Finance, warrant the interim audit and/or gathering of specific information on any accounts, investments or funds operating under the control of employees, boards or agents of the Town of Ellington"

TOTAL OFFICE BUDGET	<hr/> \$100 <hr/>
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DEPARTMENT TOTAL	<hr/> \$100 <hr/>
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TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request	2016-17 Board of Selectmen
0130 - FINANCE OFFICER									
01-01-00-0130-10-5101 Full Time	216,772.46	219,420.00	3,103.00	222,523.00	106,976.06	232,630.00	(10,107.00)	257,931.00	257,931.00
01-01-00-0130-10-5102 Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0130-10-5103 Part Time	9,971.45	23,400.00	0.00	23,400.00	9,496.48	23,400.00	0.00	23,940.00	23,940.00
01-01-00-0130-10-5110 Other Benefits	650.00	650.00	0.00	650.00	550.00	650.00	0.00	650.00	650.00
01-01-00-0130-20-6222 Dues & Subscriptions	844.00	700.00	0.00	700.00	414.00	700.00	0.00	700.00	700.00
01-01-00-0130-20-6223 Travel	384.16	300.00	0.00	300.00	935.02	935.00	(635.00)	1,000.00	1,000.00
01-01-00-0130-20-6233 Education	0.00	750.00	0.00	750.00	0.00	115.00	635.00	750.00	750.00
01-01-00-0130-20-6234 Professional Development	2,244.00	2,000.00	0.00	2,000.00	339.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-0130-20-6250 Contracted Services	44,645.36	42,000.00	0.00	42,000.00	8,579.19	42,000.00	0.00	42,000.00	42,000.00
01-01-00-0130-20-6271 Repairs & Mnt Equipment	114.00	200.00	0.00	200.00	102.00	200.00	0.00	200.00	200.00
01-01-00-0130-30-6341 Office Supplies	4,513.97	5,000.00	0.00	5,000.00	895.20	5,000.00	0.00	5,000.00	5,000.00
DEPARTMENT TOTAL	280,139.40	294,420.00	3,103.00	297,523.00	128,286.95	307,630.00	(10,107.00)	334,171.00	334,171.00

**TOWN OF ELLINGTON
BUDGET REQUEST
130 FINANCE OFFICER**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17	
		<u>FY 2015-16 Revised</u>	<u>FY 2016-17</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 222,523	\$ 257,931
	Finance Officer-DiCorleto*	\$ 121,604	\$ 125,859
	Accounting Assistant/Deputy Treasurer	\$ 55,710	
	Assistant Finance Officer/Deputy Treasurer-LaPlante*		\$ 76,362
	Administrative Assistant	\$ 45,209	
	Accounting/Payroll Specialist-Moran*		\$ 55,710
5103	<u>PART TIME PAYROLL</u>	\$ 23,400	\$ 23,940
	Administrative Assistant	\$ 23,400	\$ 21,840
	20 hours per week at \$21.00 per hour		
	Additional hours for special projects-100 hours (Budget Books, Capital Improvement Budget Books, record keeping for Capital Projects, etc.)		\$ 2,100
	*salary is in negotiation for fy 16-17		
	TOTAL SALARIES	\$ 245,923	\$ 281,871
5102	<u>OVERTIME</u>		\$ -
5110	<u>OTHER BENEFITS</u>		\$ 650
	Longevity		
	TOTAL PAYROLL		\$ 282,521
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 700
	Memberships to professional organizations		
6223	<u>TRAVEL</u>		\$ 1,000
	Mileage reimbursement for employees when a town vehicle is not available		
6233	<u>EDUCATION</u>		\$ 750
	For staff to attend courses sponsored by Government		


**TOWN OF ELLINGTON
BUDGET REQUEST
130 FINANCE OFFICER**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17
	Finance Officers of Connecticut, computer training and other courses	
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$ 2,000
	To attend in State Conference on Municipal Accounting and risk management, Connecticut Chapter of CPA's Conference on Municipal Accounting, annual conference of Governmental Finance Officers Association of United States and Canada	
6250	<u>CONTRACTED SERVICES</u>	\$ 42,000
	All computer accounting services-payroll, appropriation accounting, bonding disclosures requirements	
	Paylocity-Payroll, report writer, server payroll, growth \$ 21,000 in payroll, recording vacation, personal, sick time	
	Training on accounting system \$ 5,000	
	Upgrade of accounting system \$ 5,000	
	Budgetary accounting licenses, support \$ 9,000	
	Bond Issue continuing disclosure agreement \$ 2,000	
6271	<u>REPAIRS & EQUIPMENT MAINT.</u>	\$ 200
	Maintenance on various office equipment	
6341	<u>OFFICE SUPPLIES</u>	\$ 5,000
	Office supplies for budget books, capital improvement budget books, computer supplies, laser printer supplies, envelopes, checks	
TOTAL OFFICE BUDGET		\$ 51,650
DEPARTMENT TOTAL		\$ 334,171

TOWN OF ELLINGTON
ALL DEPARTMENTS
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request	2016-17 Board of Selectmen
0131 - TAX ASSESSOR									
01-01-00-0131-10-5101 Full Time	151,508.77	168,031.00	0.00	168,031.00	59,995.88	168,031.00	0.00	178,260.00	178,260.00
01-01-00-0131-10-5102 Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0131-10-5103 Part Time	9,970.88	12,480.00	0.00	12,480.00	10,648.00	12,480.00	0.00	13,312.00	13,312.00
01-01-00-0131-10-5110 Other Benefits	100.00	100.00	0.00	100.00	100.00	100.00	0.00	100.00	100.00
01-01-00-0131-20-6221 Advertising Printing Forms	330.37	2,200.00	0.00	2,200.00	327.53	2,200.00	0.00	1,800.00	660.00
01-01-00-0131-20-6222 Dues & Subscriptions	1,345.03	2,195.00	0.00	2,195.00	684.20	2,195.00	0.00	2,550.00	1,500.00
01-01-00-0131-20-6223 Travel	0.00	500.00	0.00	500.00	0.00	500.00	0.00	1,900.00	500.00
01-01-00-0131-20-6233 Education	988.00	2,000.00	0.00	2,000.00	0.00	2,000.00	0.00	2,300.00	2,300.00
01-01-00-0131-20-6234 Professional Development	241.00	700.00	0.00	700.00	46.00	700.00	0.00	1,600.00	1,600.00
01-01-00-0131-20-6240 Telephone	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0131-20-6250 Contracted Services	20,500.00	21,650.00	0.00	21,650.00	14,950.00	21,650.00	0.00	21,650.00	21,650.00
01-01-00-0131-20-6269 Mapping	4,275.00	7,500.00	0.00	7,500.00	225.00	7,500.00	0.00	7,500.00	7,500.00
01-01-00-0131-30-6341 Office Supplies	1,286.77	2,000.00	0.00	2,000.00	551.04	2,000.00	0.00	2,000.00	1,300.00
01-01-00-0131-70-6765 Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	190,545.82	219,356.00	0.00	219,356.00	87,527.65	219,356.00	0.00	232,972.00	228,682.00

MEMO

Date: March 10, 2016
To: Nick DiCorleto, Jr., Finance Officer
From: Walter Topliff, Assessor 
Re: Full Time Administrative Assessment Technician

The position of Administrative Assessment Technician is an essential part of the day to day operations in an Assessor's Office. The position is involved in every aspect of the assessment process. Some of those tasks are:

1. Reviewing deeds, probate recordings, maps and other documents from the Town Clerks office. Correct ownership is the foundation of all assessment work. The goal of the office will be to have ownership information updated daily which differs from the current level of service provided to the public. Currently, up to date ownership happens sporadically throughout the year. Just before the billing cycle is an example of having ownership current. Other times ownership falls behind up to months behind, especially during Grand List processing time.
2. Assist with the Personal Property assessments. This includes:
 - a. sending out mailings to business owners when new trade name certificates are filed in the Town Clerks office
 - b. preparing a mailing list in August
 - c. mailing declarations in mid-September
 - d. receiving declarations, marking them as received in the system
3. Prices both the Supplemental Motor Vehicle Grand List and the Regular Motor Vehicle list. Every year about 25% of the Motor Vehicle list is received unpriced.
4. Receives and processes Veteran's Exemptions throughout the year. Ensures these exemptions are listed on the system.
5. Processes all Board of Assessment Appeal applications and processes all changes made by the Board. Letters must be sent to every appellant.
6. Administers the Homeowners and Totally Disabled program. Sends out applications before Feb 1st each year and takes the applications from the homeowners until May 15th. Must mail out a certified reminder notice by April 15th.
7. Processes approximately 1000 motor vehicle tax credits each year.

Each of these tasks are currently started but not finished because of the part time work hours. This prevents continuity of the work flow as well as diminishes managerial accountability. Others have to assist with these tasks which in turn takes them away from their individual responsibility. The additional hours for this position will increase the office efficiency and service to the public.

**TOWN OF ELLINGTON
BUDGET REQUEST
131 TAX ASSESSOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-2017	
		FY 2015-16 Revised	FY 2016-17
5101	<u>FULL TIME PAYROLL</u>	\$ 152,816	\$ 178,260
	Assessor-Roman(resigned 9-11-15)	\$ 73,496	
	Assessor-Topliff hired 11-16-15*		\$ 81,000
	Deputy Assessor-Bechard*	\$ 55,400	\$ 55,400
	Administrative Assessment Technician-Vaiciulis*	\$ 23,920	\$ 41,860
	(FY 15-16, 20 hours/week)		
	(FY 16-17, 35 hours/week)		
5103	<u>PART TIME PAYROLL</u>	\$ 15,300	\$ 13,312
	Assessment Aide-Kiessling*	\$ 15,300	\$ 13,312
	*Salaries are in negotiations for FY 16-17		
	TOTAL SALARIES	\$ 168,116	\$ 191,572
5103	<u>EXTRA HOURS</u>		\$ -
5102	<u>OVERTIME</u>		\$ -
5110	<u>OTHER BENEFITS</u>		\$ 100
	Longevity pay per Union Contract		
	Bechard		
	TOTAL PAYROLL		\$ 191,672
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 1,800
	Legal Notices, Personal Property forms		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 2,550
	Pricing guides, Professional memberships		
6223	<u>TRAVEL</u>		\$ 1,900
	Mileage reimbursement		

**TOWN OF ELLINGTON
BUDGET REQUEST
131 TAX ASSESSOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-2017
6233	<u>EDUCATION</u>	\$ 2,300
	UCONN - Assessor's School Classes &	\$ 500
	Workshops for recertification	\$ 1,800
6234	<u>PROFESSIONAL DEVELOPMENT</u>	\$ 1,600
	Vision User education conference,	\$ 700
	GIS/CAMA educational conference	\$ 900
6240	<u>TELEPHONE</u>	\$ -
6250	<u>CONTRACTED SERVICES</u>	\$ 21,650
	Administrative software license, support and maintenance	\$ 8,550
	CAMA software license, support, maintenance and web hosting	\$ 8,100
	Personal Property Audits 10 @\$500 each	\$ 5,000
6269	<u>MAPPING</u>	\$ 7,500
	Maintenance - Parcel maps for GIS/GEOTMS	
6341	<u>OFFICE SUPPLIES</u>	\$ 2,000
	Printer toner, misc. supplies	
6765	<u>OFFICE EQUIPMENT</u>	\$ -
TOTAL OFFICE BUDGET		<u>\$ 41,300</u>
DEPARTMENT TOTAL		<u>\$ 232,972</u>



STATE OF CONNECTICUT • COUNTY OF TOLLAND • INCORPORATED 1786

TOWN OF ELLINGTON TAX COLLECTOR

55 MAIN STREET • P.O. BOX 158 • ELLINGTON, CONNECTICUT 06029-0158

TEL. 860-870-3113 FAX 860-870-3704 www.taxcollector@ellington-ct

Ann Marie Conti, CCMC
Tax and Revenue Collector

Dawn Stavens, CCMC
Tax Clerk

Date: March 9, 2016

To: Board of Finance

From: Ann Marie Conti, Tax and Revenue Collector

Subject: 2016-2017 Fiscal Year Budget

As requested by the Board of Finance, I am pleased to offer my proposed budget for the Tax Office for FY 2016-2017 showing a slight increase over last year's budget.

BUDGET CHANGES

Increase

Line item 6250 Contracted Services: Software for the collection of tax and utilities; printing and mailing of tax and utility bills. Online bill inquiry and payment service.

Decrease

Line item 5110 Other Benefits: The newly hired Deputy Tax and Revenue Collector will not be entitled to this benefit.

Thank you for your consideration.

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request	2016-17 Board of Selectmen
0132 - TAX COLLECTOR									
01-01-00-0132-10-5101 Full Time	114,935.65	118,087.00	0.00	118,087.00	59,046.70	118,087.00	0.00	115,764.00	115,764.00
01-01-00-0132-10-5102 Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0132-10-5103 Part Time	15,839.21	16,275.00	0.00	16,275.00	8,138.00	16,275.00	0.00	16,276.00	16,276.00
01-01-00-0132-10-5110 Other Benefits	350.00	500.00	0.00	500.00	100.00	500.00	0.00	250.00	250.00
01-01-00-0132-20-6221 Advertising Printing Forms	743.56	1,000.00	0.00	1,000.00	462.76	1,000.00	0.00	1,000.00	1,000.00
01-01-00-0132-20-6222 Dues & Subscriptions	75.00	120.00	0.00	120.00	75.00	120.00	0.00	120.00	120.00
01-01-00-0132-20-6223 Travel	736.48	900.00	0.00	900.00	100.05	900.00	0.00	900.00	900.00
01-01-00-0132-20-6232 Postage	406.00	460.00	0.00	460.00	260.00	460.00	0.00	460.00	460.00
01-01-00-0132-20-6234 Professional Development	251.00	750.00	0.00	750.00	38.00	750.00	0.00	750.00	750.00
01-01-00-0132-20-6250 Contracted Services	18,358.98	19,118.00	0.00	19,118.00	17,870.63	19,118.00	0.00	20,649.00	20,649.00
01-01-00-0132-20-6251 State of Connecticut	4,023.29	250.00	0.00	250.00	250.00	250.00	0.00	250.00	250.00
01-01-00-0132-20-6284 Collection Service Fee	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00	100.00
01-01-00-0132-30-6341 Office Supplies	2,641.64	5,000.00	0.00	5,000.00	1,798.54	5,000.00	0.00	5,000.00	5,000.00
DEPARTMENT TOTAL	158,360.81	162,560.00	0.00	162,560.00	88,139.68	162,560.00	0.00	161,519.00	161,519.00

**TOWN OF ELLINGTON
BUDGET REQUEST
132 TAX COLLECTOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17	
		<u>FY 2015-16 Revised</u>	<u>FY 2016-17</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 118,094	\$ 115,764
	Tax Collector-Conti*	\$ 71,429	\$ 71,429
	Deputy Tax Collector-Gower (Retired 12/31/15)	\$ 46,665	
	Deputy Tax Collector-Bolduk (Hired 3/4/16)*		\$ 44,335
5103	<u>PART TIME PAYROLL</u>	\$ 16,276	\$ 16,276
	Tax Clerk-Stavens*		
	Collection period, and providing coverage for the office		
	*Salaries are in negotiations for FY 16-17		
	TOTAL SALARIES	\$ 134,370	\$ 132,040
5102	<u>OVERTIME</u>		\$ -
5110	<u>OTHER BENEFITS</u>		\$ 250
	As per union contract and personnel rules		
	TOTAL PAYROLL		\$ 132,290
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 1,000
	Legal Notices		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 120
	Memberships to professional organizations		
6223	<u>TRAVEL</u>		\$ 900
	Mileage reimbursement for bank deposits, conferences		
6232	<u>POSTAGE</u>		\$ 460
	Rental of Post Office Box and for address updates		
6234	<u>PROFESSIONAL DEVELOPMENT</u>		\$ 750
	To attend State Tax Collectors' Conferences, Connecticut Certified		

**TOWN OF ELLINGTON
BUDGET REQUEST
132 TAX COLLECTOR**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17	
	Municipal Association classes		
6250	<u>CONTRACTED SERVICES</u>	\$	20,649
	Annual charge for Quality Data Software and Support	\$	9,950
	Printing and Processing Tax and Utility Bills	\$	8,005
	Folding, stuffing and mailing the July & Jan tax bills	\$	1,794
	Invoice Cloud-Online Bill Inquiry and Payment Service	\$	900
6251	<u>STATE OF CONNECTICUT</u>	\$	250
	State of CT DMV Direct Online Service-access to license and registration information		
6284	<u>COLLECTION SERVICE FEE</u>	\$	100
	Collection agency option		
6341	<u>OFFICE SUPPLIES</u>	\$	5,000
	Office supplies: toner for laser printers; envelopes; tax bills		
TOTAL OFFICE BUDGET		\$	29,229
DEPARTMENT TOTAL		\$	161,519

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request
0133 - BD OF ASSESSMENT APPEALS								
01-01-00-0133-10-5103 Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0133-20-6221 Advertising Printing Forms	67.68	200.00	0.00	200.00	67.68	200.00	0.00	200.00
01-01-00-0133-20-6222 Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0133-20-6234 Professional Development	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00
01-01-00-0133-20-6250 Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	67.68	400.00	0.00	400.00	67.68	400.00	0.00	400.00

**TOWN OF ELLINGTON
BUDGET REQUEST
133 BOARD OF ASSESSMENT APPEALS**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-2017	
		<u>FY 2015-16</u> <u>Revised</u>	<u>FY 2016-17</u>
5103	<u>PART TIME PAYROLL</u>	\$ -	\$ -
TOTAL PAYROLL			<u>\$ -</u>
6221	<u>ADVERTISING-PRINTING-FORMS</u> Legal Notices, BAA forms		\$ 200
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ -
6234	<u>PROFESSIONAL DEVELOPMENT</u> Classes and workshops		\$ 200
6250	<u>CONTRACTED SERVICES</u>		\$ -
TOTAL OFFICE BUDGET			<u>\$ 400</u>
DEPARTMENT TOTAL			<u>\$ 400</u>

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request
0134 - INS.ADVISORY BD.								
01-01-00-0134-10-5103 Part Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0134-20-6250 Contracted Services	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00
DEPARTMENT TOTAL	0.00	100.00	0.00	100.00	0.00	100.00	0.00	100.00

**TOWN OF ELLINGTON
BUDGET REQUEST
134 INSURANCE ADVISORY BOARD**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17	
		<u>FY 2015-16 Revised</u>	<u>FY 2016-17</u>
5103	<u>PART TIME PAYROLL</u>	\$0	\$0
TOTAL PAYROLL			<u>\$0</u>
6250	<u>CONTRACTED SERVICES</u>		\$100
	Maintain account if studies/bids are required		
TOTAL OFFICE BUDGET			<u>\$100</u>
DEPARTMENT TOTAL			<u>\$100</u>

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request	2016-17 Board of Selectmen
0140 - TOWN CLERK									
01-01-00-0140-10-5101 Full Time	99,604.34	110,667.00	0.00	110,667.00	55,352.15	110,667.00	0.00	110,667.00	110,667.00
01-01-00-0140-10-5102 Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0140-10-5103 Part Time	17,643.08	14,505.00	0.00	14,505.00	6,932.52	14,505.00	0.00	14,505.00	14,505.00
01-01-00-0140-10-5110 Other Benefits	250.00	250.00	0.00	250.00	250.00	250.00	0.00	350.00	350.00
01-01-00-0140-20-6221 Advertising Printing Forms	813.19	2,500.00	0.00	2,500.00	1,571.62	2,500.00	0.00	2,750.00	2,750.00
01-01-00-0140-20-6222 Dues & Subscriptions	120.00	250.00	0.00	250.00	190.00	250.00	0.00	300.00	300.00
01-01-00-0140-20-6223 Travel	293.06	300.00	0.00	300.00	290.48	300.00	0.00	350.00	350.00
01-01-00-0140-20-6234 Professional Development	1,358.70	2,000.00	0.00	2,000.00	860.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-0140-20-6250 Contracted Services	22,619.73	28,500.00	0.00	28,500.00	10,503.36	28,500.00	0.00	28,500.00	28,500.00
01-01-00-0140-20-6251 State of Connecticut	5,582.00	10,000.00	0.00	10,000.00	1,239.00	10,000.00	0.00	8,000.00	8,000.00
01-01-00-0140-20-6253 Vital Statistics	364.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-0140-20-6254 St of Ct Surcharges	570.00	1,000.00	0.00	1,000.00	304.00	1,000.00	0.00	1,000.00	1,000.00
01-01-00-0140-20-6255 Document Preservation Acct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0140-20-6262 Codification Town Laws/Reg	1,195.00	5,000.00	0.00	5,000.00	1,821.85	5,000.00	0.00	5,000.00	5,000.00
01-01-00-0140-20-6271 Repairs & Mnt Equipment	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-0140-30-6341 Office Supplies	1,509.04	1,600.00	0.00	1,600.00	241.61	1,600.00	0.00	1,600.00	1,600.00
01-01-00-0140-40-6765 Office Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0140-90-6900 Townwide Maintenance Prg	5,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00
DEPARTMENT TOTAL	156,922.14	181,572.00	0.00	181,572.00	79,556.59	181,572.00	0.00	180,022.00	180,022.00

**TOWN OF ELLINGTON
BUDGET REQUEST
140 TOWN CLERK**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17	
5101	FULL TIME PAYROLL	\$ 110,667	\$ 110,667
	Town Clerk -McKeegan*	\$ 69,526	\$ 69,526
	Assistant Town Clerk-Armstrong*	\$ 41,141	\$ 41,141
5103	PART TIME PAYROLL	\$ 14,505	\$ 14,505
	Admin Clerk-Hosey 15 hrs wk*		
	*Salary in negotiation for FY 16-17		
	TOTAL SALARIES	\$ 125,172	\$ 125,172
5110	OTHER BENEFITS		\$ 350
	Longevity Pay/Union Contract		
	TOTAL PAYROLL		\$ 125,522
6221	ADVERTISING-PRINTING-FORMS		\$ 2,750
	Legal Notices, subscriptions		
6222	DUES & SUBSCRIPTIONS		\$ 300
	State and County Memberships		
6223	TRAVEL		\$ 350
	Mileage reimbursement, when town car unavailable		
6234	PROFESSIONAL DEVELOPMENT		\$ 2,000
	State Conferences, County Meetings, Lodging, conferences fees, staff training		
6250	CONTRACTED SERVICES		\$ 28,500
	Indexing, Microfilming, land record book creation		
6251	STATE OF CONNECTICUT		\$ 8,000

**TOWN OF ELLINGTON
BUDGET REQUEST
140 TOWN CLERK**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17
	Sportsman Licenses, revenue only item	
6253	<u>VITAL STATISTICS</u> Payments to other towns for Vital Records	\$ 500
6254	<u>STATE SURCHARGES</u> Payments to State of Connecticut for marriage licenses issued	\$ 1,000
6262	<u>CODIFICATION</u> Funding for updates and revenues to Town Code Book	\$ 5,000
6271	<u>EQUIPMENT REPAIRS</u> Office machine repairs	\$ 500
6341	<u>OFFICE SUPPLIES</u> General office supplies	\$ 1,600
6900	<u>TOWN-WIDE MAINTENANCE</u> Continued restoration of records in vault	\$ 4,000
TOTAL OFFICE BUDGET		<u>\$ 54,500</u>
DEPARTMENT TOTAL		<u>\$ 180,022</u>

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request	2016-17 Board of Selectmen
0150 - TOWN COUNSEL									
01-01-00-0150-20-6222 Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0150-20-6250 Contracted Services	128,071.08	110,000.00	0.00	110,000.00	50,623.34	173,021.00	(63,021.00)	110,000.00	110,000.00
DEPARTMENT TOTAL	128,071.08	110,000.00	0.00	110,000.00	50,623.34	173,021.00	(63,021.00)	110,000.00	110,000.00

**TOWN OF ELLINGTON
BUDGET REQUEST
150 TOWN COUNSEL**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17
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6222	<u>DUES & SUBSCRIPTIONS</u>	\$ -
	Law journals	

6250	<u>CONTRACTED SERVICES</u>	\$ 110,000
	Legal matters including labor negotiations	

TOTAL OFFICE BUDGET	\$ 110,000
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DEPARTMENT TOTAL	\$ 110,000
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Town Counsel Expenditures

FY14-15	\$ 128,071	\$ 128,071	\$ 128,071
FY13-14	\$ 73,286	\$ 73,286	\$ 73,286
FY12-13	\$ 128,241	\$ 128,241	\$ 128,241
FY11-12	\$ 132,242	\$ 132,242	\$ 132,242
FY10-11	\$ 66,756	\$ 66,756	
FY09-10	\$ 105,425		
FY08-09	\$ 180,380		
Less Raymond Lawsuit	\$ (50,000)		
FY07-08	\$ 122,405		
FY06-07	\$ 116,224		
FY05-06	\$ 91,384		
Total	\$ 1,094,414	\$ 528,596	\$ 461,840

Averages	Ten years	Five Years	Four Years
	\$ 109,441	\$ 105,719	\$ 115,460

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request	2016-17 Board of Selectmen
01-01-00-0155-20-6250 0155 - PROBATE COURT Contracted Services	7,349.64	10,353.00	0.00	10,353.00	3,676.40	10,353.00	0.00	10,353.00	10,353.00
DEPARTMENT TOTAL	7,349.64	10,353.00	0.00	10,353.00	3,676.40	10,353.00	0.00	10,353.00	10,353.00

**TOWN OF ELLINGTON
BUDGET REQUEST
155 PROBATE COURT**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17
6250	<u>CONTRACTED SERVICES</u>	\$ 10,353
	Town's share for Probate Court	
	TOTAL OFFICE BUDGET	<u>\$ 10,353</u>
	DEPARTMENT TOTAL	<u>\$ 10,353</u>

TOWN OF ELLINGTON
BUDGET REPORT 2016-17

	2014-15 Actuals	2015-16 Approved Budget	2015-16 Trans/ Addl Appr.	2015-16 Adjusted Approved Budget	2015-16 First Six Months Actual	2015-16 Estimated Total Actuals	2015-16 (Over)\ Under	2016-17 Budget Request	2016-17 Board of Selectmen
0170 - TOWN PLANNER									
01-01-00-0170-10-5101 Full Time	195,026.42	209,599.00	3,887.00	213,486.00	105,547.87	204,526.00	8,960.00	190,590.00	190,590.00
01-01-00-0170-10-5102 Overtime	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-01-00-0170-10-5103 Part Time	72.91	500.00	0.00	500.00	66.03	500.00	0.00	3,000.00	3,000.00
01-01-00-0170-10-5110 Other Benefits	250.00	250.00	0.00	250.00	200.00	250.00	0.00	250.00	250.00
01-01-00-0170-20-6221 Advertising Printing Forms	65.50	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-0170-20-6222 Dues & Subscriptions	775.75	1,000.00	0.00	1,000.00	703.25	1,000.00	0.00	1,000.00	1,000.00
01-01-00-0170-20-6223 Travel	234.56	2,000.00	0.00	2,000.00	23.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-0170-20-6233 Education	864.99	2,000.00	0.00	2,000.00	25.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-0170-20-6234 Professional Development	1,824.00	2,000.00	0.00	2,000.00	389.00	2,000.00	0.00	2,000.00	2,000.00
01-01-00-0170-20-6250 Contracted Services	10,000.00	11,000.00	0.00	11,000.00	0.00	11,000.00	0.00	11,000.00	11,000.00
01-01-00-0170-20-6271 Repairs & Mnt Equipment	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	500.00
01-01-00-0170-30-6341 Office Supplies	3,898.26	4,000.00	0.00	4,000.00	1,239.59	4,000.00	0.00	4,000.00	4,000.00
01-01-00-0170-30-6346 Technical Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENT TOTAL	213,012.39	233,349.00	3,887.00	237,236.00	108,193.74	228,276.00	8,960.00	216,840.00	216,840.00

**TOWN OF ELLINGTON
BUDGET REQUEST
170 TOWN PLANNER**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17	
		<u>FY 2015-16 Revised</u>	<u>FY 2016-17</u>
5101	<u>FULL TIME PAYROLL</u>	\$ 213,480	\$ 190,590
	Town Planner -Houlihan*	\$ 81,626	\$ 81,626
	Assistant Planner/Zoning & Wetland Officer-Colonese*	\$ 61,844	\$ 61,844
	Land Use Technician-Ciesco*	\$ 47,120	\$ 47,120
	Admin Secretary II-Michaud*	\$ 22,890	\$ -
	* Salary is in negotiation for FY 2016-17		
5103	<u>PART TIME PAYROLL</u>	\$ 500	\$ 3,000
	Office coverage, special projects, recording clerk services when needed		
	TOTAL SALARIES	\$ 213,980	\$ 193,590
5102	<u>OVERTIME</u>	\$ -	\$ -
5110	<u>OTHER BENEFITS</u>		\$ 250
	Longevity pay per personnel rules		
	TOTAL PAYROLL		\$ 193,840
6221	<u>ADVERTISING-PRINTING-FORMS</u>		\$ 500
	Copies of various land use docs		
6222	<u>DUES & SUBSCRIPTIONS</u>		\$ 1,000
	Memberships to professional organizations		
6223	<u>TRAVEL</u>		\$ 2,000
	Mileage reimbursements / Travel costs		
6233	<u>EDUCATION</u>		\$ 2,000
	Various pertaining to land use matters for staff		
6234	<u>PROFESSIONAL DEVELOPMENT</u>		\$ 2,000
	Attend state association meetings / Annual planning conference		
6250	<u>CONTRACTED SERVICES</u>		\$ 11,000
	Update maps, regulations, other special projects,		

**TOWN OF ELLINGTON
BUDGET REQUEST
170 TOWN PLANNER**

Object No.	Description & Explanation(s)	FISCAL YEAR 2016-17
	Electronic Permit/Inspect software-annual support, maintenance and hosting (50% between Planning and Building)	
6271	<u>REPAIRS & EQUIPMENT MAINT.</u> Office equipment maintenance and repairs	\$ 500
6341	<u>OFFICE SUPPLIES</u> For planning office and various land use commissions	\$ 4,000
6346	<u>TECHNICAL SUPPLIES</u> N/A	\$ -
TOTAL OFFICE BUDGET		<u>\$ 23,000</u>
DEPARTMENT TOTAL		<u>\$ 216,840</u>